



## TRANSPORTATION MAINTENANCE COORDINATOR 2

4162

### GENERAL DESCRIPTION OF CLASS

The TRANSPORTATION MAINTENANCE COORDINATOR 2 coordinates and leads the work of one or more road maintenance crews. Employees regularly lead the repair, renovation and reconstruction of roadbeds, surfaces, structures and facilities that are part of the State's transportation system. Employees work in complex infrastructure areas of the state with high vehicular traffic and significantly high safety risk. Employees in this class do the same or similar work as a Transportation Maintenance Specialist on an infrequent basis.

### DISTINGUISHING FEATURES

This is the second of a two level series. The Transportation Maintenance Coordinator 2 either leads the work of multiple maintenance crews, or leads the work of a crew that maintains a complex road system.

The Transportation Maintenance Coordinator 2 makes more complex decisions and has a broader work scope than the Transportation Maintenance Coordinator 1. This is due to leading multiple crews, or coordinating complex maintenance work such as a road system affected by high population and vehicular traffic, or significant safety risk. These features are not present for the Transportation Maintenance Coordinator 1.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class series. Individual positions may do any combination of the duties listed below and other related duties. The Transportation Maintenance Coordinator 2 infrequently will do tasks identified in the Transportation Maintenance Specialist class series.

#### 1. Work Crew Leadership

Prioritize and assign work based upon work plan, availability of materials, equipment, and staff resources; advise and guide employees in effective performance. Decide types and quantity of materials and equipment needed for specific projects; arrange for materials and equipment. Develop alternative work plans for accomplishing projects, analyze the alternatives and implement the most suitable work method. Train employees on work safety practices and how to safely handle equipment and material. Assist in the development of position duties and help write position descriptions. Give input on employee job performance and assist the manager to complete employee appraisals. Assist with hiring new employees. Train employees on proper time reporting, and completion of personal injury or vehicle accident reports. Schedule shifts or weekend work.

#### 2. Maintenance Management Coordination

Assist maintenance manager with operational supervision and work planning. Plan area needs for labor, equipment and materials. Prepare and review computerized payroll reports, resource and accomplishment reports (Automated Time Cards), purchase orders, daily diary of work activities, equipment service records, accident reports, expense and per diem reports, damage to highway structure reports. Monitor overtime and leave time. Code and approve the payment of invoices. Compile expenditures, calculate production cost, format information and compile job cost information to assist with planning and budgeting.

Coordinate purchases by deciding the need to purchase, the availability of resources, the priority and funding source. Track and compile property and material inventory by measuring stockpiles and completing reports that summarize inventory. Apply state purchasing policy and guidelines to purchase materials and equipment and maintain inventory of needed materials. Oversee the disposal of surplus property and hazardous materials such as underground storage tanks. Monitor contractor work activities and relay information about contract progress. Draft bid specifications and solicit bids for contracted services applying ODOT and other state guidelines. Assist in managing building and grounds improvement and repair projects by acquiring permits, tracking expenditures and soliciting vendor bids.

### **3. Coordination of Maintenance Activities**

Inspect section highways and structures for potential accidents, hazards or damage. Investigate accidents, process worker compensation claim forms and coordinate the return of workers. Review and evaluate structural damage from vehicular accidents or effects of natural incidents. Respond on-site to vehicle accidents or other roadway emergencies. Coordinate work activities, joint projects and emergency response with other maintenance work crews, local jurisdictions and contractors. Look into complaints and take corrective action to address the issue. In emergency situations, control traffic, gather and record data, notify appropriate public safety units, arrange for staff and equipment or supplies. Monitor and inspect work activities for compliance with permit specifications. Participate with other coordinators to schedule district-wide resources for work crew activities; compile and prioritize project needs.

## **RELATIONSHIPS WITH OTHERS**

Employees in this series have frequent contact with the traveling public to provide information, respond to inquiries, and solve problems as they arise. They are occasionally first on the scene of accidents and emergencies. They coordinate traffic and first aid efforts. Employees have frequent contact, in person or by radio, with other maintenance units in the district, region, and other government jurisdictions to coordinate projects, materials and equipment. Employees occasionally contact material suppliers and equipment repair shops to exchange information, pick up supplies and schedule equipment maintenance.

## **SUPERVISION RECEIVED**

Employees in this series receive general supervision from a maintenance manager or other lead personnel. Employees work with autonomy in the field.

Guidelines used by employees include manuals for equipment operation and service and uniform traffic control devices. Other guidelines include safety rules and regulations, basic first aid procedures, manufacturers' instructions for use of chemicals, maintenance signing procedures, and motor vehicle regulations.

## **GENERAL INFORMATION**

Positions are located throughout the State and require prolonged and strenuous physical labor in all weather conditions, with exposure to heavy traffic, spills, slides, ice, working at heights, and around heavy machinery. Specific duties vary depending on season, region, and type of crew to which each individual position is assigned. All positions in this class require agility in stooping, bending, lifting over 50 pounds, sitting, and standing. Position duties require finger, hand, arm, shoulder, foot, and leg dexterity.

**KNOWLEDGE AND SKILLS (KS)****Extensive knowledge of:**

Methods and techniques of prioritizing, assigning and reviewing the work of others.
Safety practices and precautions in transportation maintenance work.
Proper traffic control procedures including highway signing, flagging and coning to perform work safely and efficiently on busy highways.
Emergency procedures for directing traffic due to motor vehicle accidents, spills, and slides including lane closures and detours.
Operation, maintenance and repair of a wide variety of transportation construction and maintenance equipment.

**General knowledge of:**

Operation and maintenance of equipment used in landscape maintenance.
Proper use and application of chemical insecticides, herbicides, fungicides, and fertilizers used in landscape maintenance.
State and federal highway signing regulations and procedures.

**Skill to:**

Lead the daily work activities of other employees.
Drive vehicles as indicated by possession of current commercial driver's license (CDL).
Work cooperatively with a wide variety of people.
Communicate effectively orally and in writing.
Encourage teamwork to focus energy on timely project accomplishment.
Follow oral and written instructions and keep written records of work.

**Some positions may require the following:**

General knowledge of materials, methods, and equipment used in the installation, renovation and repair of highway signs and related structures.
Skill to weld structures and other specialized bridge maintenance operations.

**Special Qualifications:**

Must have a valid Commercial Driver's License – Class A.
Some positions require an appropriate certification in welding to maintain and repair structures.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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